



2012 - ANNUAL MINUTES RECORDS FORM

SHAREHOLDERS, DIRECTORS AND OFFICERS

(Washington Corporations)

IMPORTANT! FOLLOW INSTRUCTIONS EXACTLY WHEN COMPLETING THIS FORM. PLEASE PRINT.

Key Code K161116347	Notice Date 2012-10-11	Corporation Number 601984561	Incorporation Date 10/04/1999
Business Address TRUSTEE AND CORPORATE SERVICES, INC. 1501 WESTERN AVE STE 600 SEATTLE, WA 98101-3501 538/19 B024177 			 Please Respond By Nov. 9, 2012

Corporate Records Service will prepare and provide corporate minutes that meet the following requirements of Washington law:

WASHINGTON REVISED CODE §23B.07.010: Annual meeting ... "Except as provided in subsection (2) and (5) of this section, a corporation shall hold a meeting of shareholders annually for the election of directors at a time stated in or fixed in accordance with the bylaws." §23B.08.200: "The board of directors may hold regular or special meetings in or out of this state."

WASHINGTON REVISED CODE §23B.16.010: Corporate records ... "A corporation shall keep as permanent records minutes of all meetings of its shareholders and board of directors ..."

Corporate minutes may also be prepared by corporate officers or other agents. CORPORATE RECORDS SERVICE IS NOT A GOVERNMENT AGENCY AND DOES NOT HAVE OR CONTRACT WITH ANY GOVERNMENT AGENCY TO PROVIDE THIS SERVICE.

Please complete this Annual Minutes Requirement Form. Your information will be kept confidential and will not be disclosed to third parties. Mail the completed form with your check for **\$125.00 payable to Corporate Records Service** in the enclosed envelope. If you have any questions, please email us at records@corp-records.com.

Step 1. SHAREHOLDERS Enter the names of each stockholder.

Name	Name
Name	Name
Name	Name
Name	Name

Step 2. CORPORATE DIRECTORS Enter the names of all members of the Board of Directors.

Name	Name
Name	Name
Name	Name
Name	Name

Step 3. CORPORATE OFFICERS Enter the names & titles of all corporate officers.

Name	Title	Name	Title
Name	Title	Name	Title
Name	Title	Name	Title
Name	Title	Name	Title

Step 4. CONTACT PERSON Enter the name & email address of the contact person.

Contact Name	Contact Email
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Step 5. Check appropriate payment method & fill out subitems.

<input type="checkbox"/> CHECK OR MONEY ORDER ENCLOSED	<input type="checkbox"/> CREDIT CARD MASTERCARD AND VISA ONLY
Please make your check payable to: Corporate Records Service 855 Trosper Road Ste. 108 #279 Olympia, Washington 98512-8108	Enter Credit Card Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Enter Expiration Date of Credit Card: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>

Step 6. Provide your signature for authorization.

Signature	Date
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Step 7. Return this entire completed form with payment in the enclosed return envelope.

INSTRUCTIONS FOR COMPLETING THE ANNUAL MINUTES RECORDS FORM
(Washington Corporations)

Review the accuracy of the preprinted corporate name and address and make any changes necessary.
PLEASE PRINT CLEARLY.

- Step 1 Enter the name of each stockholder. You must account for 100% of the outstanding shares.
- Step 2 Enter the name of all members of the Board of Directors. Members of the Board of Directors must be at least 18 years of age.
- Step 3 Enter the title of an officer and the name of the officer. You must have at least one officer. Typical officers are Chief Executive Officer (CEO), President, Vice President, Secretary, Assistant Secretary, Chief Financial Officer Treasurer, Chief Operations Officer (COO). In addition, list any other corporate officers.
- Step 4 Enter the name and email address of the person to contact if we have any questions.
- Step 5 Provide a valid payment method.
- Step 6 Sign the form to verify the validity of information provided and authorize your payment.
- Step 7 Return the entire completed form with payment.

Submit the Annual Minutes Records Form together with the payment for preparation of documents to satisfy the annual minutes requirement for your corporation. **Submit a check for \$125.00 payable to Corporate Records Service and mail to:**

CORPORATE RECORDS SERVICE
855 Trosper Rd. Ste. 108 #279
Olympia, WA 98512-8108

Completed documents will be mailed to you within four weeks. Have each party sign the documents where indicated and keep them as permanent records.

Maintaining records is important to the existence of all corporations. In particular the recording of shareholders and director meetings. You can engage an attorney to prepare them, prepare them yourself, use some other service company or use our service.

Please note: The preparation of minutes of annual meetings does not satisfy the requirement to file the annual report required by Washington Revised Code 23B.16.220. The annual report and instructions may be found online.